

January 14, 2026

The Reorganizational Meeting of the Rockingham County Board of Supervisors was held on Wednesday, January 14, 2026, at 3:00 p.m., at the Rockingham County Administration Center, Harrisonburg, Virginia.

The following members were present:

DEWEY L. RITCHIE, Election District #1
SALLIE WOLFE-GARRISON, Election District #2
MATT J. DALE, Election District #3
LEILA C. LONGCOR, Election District #4
JOEL L. HENSLEY, Election District #5

Also present:

CASEY B. ARMSTRONG, County Administrator
THOMAS H. MILLER, JR., County Attorney
SHEILA K. PALADINO, Deputy County Attorney
PATRICIA D. DAVIDSON, Deputy County Administrator
DWAYNE L. MARTIN, Deputy County Administrator for Agriculture &
Strategic Project Management
MICHAEL L. BOWEN, Director of Technology
KIRBY W. DEAN, Director of Parks & Recreation
PAULA A. GREENHAGEN, Director of Human Resources
REBECCA F. GUTHRIE, Director of Finance
JEREMY C. HOLLOWAY, Fire & Rescue Chief
ROSS C. MORLAND, Director of Engineering
PHILIP S. RHODES, Director of Public Works
ANN MARIE RITCHIE, Director of Court Services
RACHEL A. SALATIN, Director of Community Development
DYLAN L. NICELY, Deputy Director of Community Development
KELLY S. GETZ, Zoning Administrator
DANIEL J. BARNETT, Deputy Zoning Administrator
JOSH R. HAUGH, Zoning & Building Coordinator
JULIA C. COTTRELL, Planner
ALLISON ACERO, Deputy Clerk
DONALD F. KOMARA, Residency Administrator
Virginia Department of Transportation
C. BURGESS LINDSEY, Area Land-Use Engineer
Virginia Department of Transportation

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CALL TO ORDER
PLEDGE OF ALLEGIANCE

INVOCATION.

Administrator Armstrong called the meeting to order at 3:00 p.m.

Supervisor Ritchie provided the invocation, and Director of Community Development Salatin led the Pledge of Allegiance.

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APPROVAL OF MINUTES.

On motion by Supervisor Ritchie, seconded by Supervisor Dale, and carried by a vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved the minutes of the regular meeting of December 10, 2025.

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REORGANIZATION OF THE BOARD FOR 2026.

Supervisor Ritchie made a motion to nominate Supervisor Longcor for the position of Chair for 2026. Supervisor Hensley seconded the motion.

Carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board elected Leila C. Longcor as Chair for 2026.

Chair Longcor thanked Supervisor Hensley for serving as Chair for the past year and expressed appreciation for the kindness and care he displayed towards the community.

Supervisor Hensley moved to nominate Supervisor Dale for the position of Vice-Chair for 2026. Supervisor Ritchie seconded the motion.

Carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board elected Matt J. Dale as Vice-Chair for 2026.

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SETTING OF DAY AND TIME OF REGULAR MEETINGS.

On motion by Supervisor Dale, seconded by Supervisor Hensley, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board adopted the following meeting schedule for 2026 and inclement weather policy for 2026.

Beginning with this meeting held on January 14, 2026, and each second Wednesday thereafter, the first meeting of the month shall commence at 3:00 p.m.

Beginning January 28, 2026, and the fourth Wednesday of each month thereafter, the second meeting of the month shall commence at 6:00 p.m., with the following exceptions: there will be only one meeting held in August on August 26, 2026, at 3:00 p.m., in November on November 11, 2026, at 3:00 p.m., and in December on December 9, 2026, at 3:00 p.m.

With regard to meetings delayed due to inclement weather, if a meeting cannot be held due to inclement weather or for any reason as determined by the Chair, or the Vice-Chair if the Chair is not available, the meeting will be held at the scheduled time on the following Wednesday, unless otherwise determined by the Board.

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REVIEW OF 2026 CHAIR’S COMMITTEE APPOINTMENTS.

On motion by Supervisor Hensley, seconded by Supervisor Dale, and carried by a vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved the following 2026 Chair’s Committee Appointments:

**BOARD OF SUPERVISORS
2026 Chair's Committee Appointments**

BOARD COMMITTEES:

BUILDINGS AND GROUNDS

Dewey Ritchie
Leila Longcor

FINANCE

Leila Longcor
Dewey Ritchie

PUBLIC WORKS

Joel Hensley
Matt Dale

TECHNOLOGY

Joel Hensley
Matt Dale

PERSONNEL

Sallie Wolfe-Garrison
Leila Longcor

LIAISON COMMITTEES:

CITY-COUNTY LIAISON

Leila Longcor
Matt Dale

SCHOOL BOARD LIAISON

Dewey Ritchie
Matt Dale

JMU LIAISON

Leila Longcor
Matt Dale

AUGUSTA/ROCKINGHAM LIAISON

Leila Longcor
Matt Dale

TOWNS/COUNTY LIAISON

Leila Longcor
Casey Armstrong
Town's Board Member

SENTARA-RMH LIAISON

Dewey Ritchie
Matt Dale

OTHER COMMITTEES:

CHAMBER OF COMMERCE

Leila Longcor
Joshua Gooden – Alternate

**COMMUNITY POLICY
MANAGEMENT TEAM (CPMT)**

Joel Hensley
Matt Dale

**CENTRAL SHENANDOAH PLANNING
DISTRICT COMMISSION**

Sallie Wolfe-Garrison
Joel Hensley

**COMMUNITY CRIMINAL
JUSTICE BOARD**

Dewey Ritchie
Casey Armstrong

**METROPOLITAN PLANNING
ORGANIZATION**

Sallie Wolfe-Garrison
Casey Armstrong
Rachel Salatin – Alternate

H-R REGIONAL SEWER AUTHORITY

Philip Rhodes
Logan Borrer - Alternate

**MASSANUTTEN REGIONAL
LIBRARY**

Sallie Wolfe-Garrison

**SHENANDOAH VALLEY
PARTNERSHIP**

Casey Armstrong
Josh Gooden - Alternate

SOCIAL SERVICES ADVISORY BOARD

Leila Longcor

VACO

Sallie Wolfe-Garrison

**SHENANDOAH VALLEY REGIONAL
AIRPORT**

Leila Longcor

WORKFORCE INVESTMENT BOARD

Dewey Ritchie
Josh Gooden – Alternate

**RELATED LANDS (FEDERAL)
NATIONAL PARK BOARD**

Joel Hensley
Rachel Salatin

**BLUE RIDGE CIGARETTE
TAX BOARD**

Trish Davidson

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REPORT – VIRGINIA DEPARTMENT OF TRANSPORTATION.

The Board heard Mr. Komara's report on the activities of the Transportation Department, including updates to recent bridge, road, and rural rustic projects. Mr. Komara informed the Board there were five bids approved for the Improve81 project.

Mr. Komara reported VDOT will be holding a public hearing on February 3, 2026, at the Keezletown Ruritan Club to discuss improvements to the Route 33 intersections with Route 276/620 (Cross Keys Road/Indian Trail Road) and Rockingham Park Way.

SECONDARY STREET ADDITIONS TO THE SECONDARY SYSTEM OF STATE HIGHWAYS.

On motion by Supervisor Wolfe-Garrison, seconded by Supervisor Dale, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board adopted the following resolution:

§33.2-705 – Land Development Additions to Secondary Route

RESOLUTION

WHEREAS, Meadowbrook, (Phase 2, Phase 4, Phase 5A, Phase 5B, Phase 5C) has been completed; and

WHEREAS, the streets Meadowbrook, (Phase 2, Phase 4, Phase 5A, Phase 5B, Phase 5C) meet the public service criteria of the Secondary Street Acceptance Requirements; and

WHEREAS, the development sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction; and

WHEREAS, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways.

NOW THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

BE IT FINALLY RESOLVED, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

ADOPTED this 14th day of January 2026.

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PRESENTATION - MASSANUTTEN REGIONAL LIBRARY.

Zachary Elder, Director of Massanutten Regional Library presented the Annual Review for 2025. Mr. Elder reported that Massanutten Regional Library was named the 2025 Library of

the Year by the Virginia Library Association, the 2025 Nonprofit of the Year by the Harrisonburg-Rockingham Chamber of Commerce, and received the 2025 Scenemaker of the Year award by Harrisonburg Downtown Renaissance.

Positive highlights noted by Mr. Elder included an increase of operating hours, the hiring of a full-time Young Adult Specialist position, and major events such as the Big Read and Rocktown Author Festival. Mr. Elder also noted some challenges, such as the increased need for library space and the risk of losing online resources due to the reduction of federal funding for the Institute of Museum and Library Services.

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ACCEPTANCE OF ABSTRACT OF VOTES.

Director of Elections/Voter Registrar Lisa Gooden introduced Deputy Director of Elections Maddie Paladino and provided the Abstract of Votes cast in Rockingham County at the November 4, 2025, General and Special Elections.

Miss Paladino reported on the results of the recount that occurred on December 17 and 18, 2025, for School Board District 1. She said the recount resulted in Jacqueline O. “Jackie” Lohr holding a 17-vote lead, making the final count 3,154 votes for Jackie Lohr and 3,137 for Ernest Calhoun. Miss Paladino noted that since there was a 1 percent margin in the vote between Ms. Lohr and Mr. Calhoun, all expenses for the recount were paid by Rockingham County. Miss Paladino also explained there is no Abstract of Votes for the recount as the election results were already certified by the Board of Elections and no changes can be made by the state after results are certified.

On motion by Supervisor Hensley, seconded by Supervisor Dale, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board instructed the Clerk to spread the following abstract of votes from the November 4, 2025, General Election in the minutes:

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Governor

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Abigail D. Spanberger – Democratic	11622
Winsome Earle-Sears – Republican	24498
Total Write-In Votes	76

Total Number of Overvotes for Office 2

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Lieutenant Governor

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Ghazala F. Hashmi – Democratic	11207
John J. Reid, II – Republican	24665
Total Write-In Votes	90
Total Number of Overvotes for Office	2

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Attorney General

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Jay C. Jones – Democratic	9994
Jason S. Miyares – Republican	25672
Total Write-In Votes	131
Total Number of Overvotes for Office	0

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Member, House of Delegates (33rd District)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED</i>
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(IN FIGURES)

Catherine E. “Cathy” Rec - Democratic	1524
Justin L. Pence – Republican	5088
Total Write-In Votes	13
Total Number of Overvotes for Office	1

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Member, House of Delegates (34th District)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Andrew D. Payton – Democratic	5055
Tony O. Wilt – Republican	10771
Total Write-In Votes	22
Total Number of Overvotes for Office	1

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Member, House of Delegates (35th District)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Jena L. Crisler – Democratic	4087
Chris S. Runion – Republican	9479
Total Write-In Votes	27
Total Number of Overvotes for Office	0

ABSTRACT of VOTES

Comer, Chad	<u>1</u>
Conner, Luke M.	<u>1</u>
Cousins III, Lawrence A.	<u>2</u>
Crist, John	<u>1</u>
Custer, Jack	<u>1</u>
Dandless, Ken	<u>1</u>
Dove, John L.	<u>3</u>
Dunlap, Stephen	<u>1</u>
Fawley, Elizabeth "Liz"	<u>1</u>
Flint, Kevin	<u>4</u>
Foltz, Lyle	<u>1</u>
Frantz, Eric	<u>1</u>
Fritz, Patrick	<u>4</u>
Fulk, Jeremy	<u>1</u>
Fulk, Lowell	<u>2</u>
Garst, Marsha	<u>1</u>
Gorman, John Thomas	<u>1</u>
Grandle, Whit	<u>1</u>
Gray, Allen	<u>1</u>
Hall, William James	<u>1</u>
Harper, Brent	<u>1</u>
Harris, Benjamin Scott	<u>1</u>
Hawkins, Grayson William	<u>1</u>
Hoffeditz, Herschel	<u>4</u>
Hoover, Tom	<u>1</u>
Hope, Patrick A.	<u>1</u>
Hottinger Jr., Tom	<u>1</u>
Hunt, Finley	<u>1</u>
Hutcheson, Bryan	<u>2</u>
James, Rick	<u>1</u>
Jessup, Tyler	<u>1</u>
Johns, Charles	<u>1</u>
Kirk, James Tiberius	<u>1</u>
Kyger, Bill	<u>1</u>
Layhey, Jim	<u>1</u>
Lohr, Jackson	<u>1</u>
Lohr, Matt	<u>1</u>
Magenhofer, Carl	<u>1</u>
Marcus, Andy	<u>1</u>
May, Jonathon	<u>1</u>
May, Keith	<u>1</u>
McDonald, Cherie	<u>1</u>
Miller, Forrest	<u>1</u>
Miller, Jared	<u>589</u>
Miller, Jason	<u>1</u>
Miller, Jeremy	<u>1</u>
Miller, Jerry	<u>1</u>

Miller, Justin	<u>2</u>
Monger III, Guy E.	<u>2</u>
Mongold, Brandon D.	<u>1</u>
Mongold, Jay	<u>1</u>
Moore, Chad	<u>1</u>
Morris, Karen	<u>1</u>
Mueliersman, Dawn M.	<u>1</u>
Myers, Dara	<u>1</u>
Myers, Mike	<u>1</u>
Newsaw, Jon	<u>1</u>
Paris, Allison	<u>1</u>
Payne, George	<u>1</u>
Proctor, Jennifer	<u>1</u>
Rec, Catherine E. "Cathy"	<u>1</u>
Rhodes, Debbie	<u>1</u>
Rhodes, Philip	<u>1</u>
Rice, Sean M.	<u>1</u>
Robertson, Ian	<u>2</u>
Rullifson, Allen	<u>2</u>
Ryan, Eric	<u>1</u>
Saunders, Ashley	<u>2</u>
Shameeradeen, Clifmond	<u>1</u>
Shean, Dora	<u>1</u>
Shifflett, Diane	<u>1</u>
Shifflett, Dylan A.	<u>1</u>
Shifflett, John	<u>1</u>
Short, Willy	<u>1</u>
Showalter, Donald	<u>2</u>
Showalter, John Owen	<u>7</u>
Siever, David	<u>2</u>
Sinnett, Tristan	<u>1</u>
Slater, Anthony	<u>2</u>
Smith, Jared	<u>1</u>
Stevenson, Kristopher	<u>1</u>
Thomas, Destry Keith	<u>1</u>
Thompson, Brandon S.	<u>2</u>
Thompson, Mike	<u>1</u>
Trumbo, Brent	<u>3</u>
Turner, Bryan	<u>1</u>
Turner, Gary	<u>1</u>
Turner, Jodi	<u>2</u>
Turner, Ronald Wayne	<u>1</u>
Weeks, Travis	<u>1</u>
Widner, Max	<u>1</u>
Willett, John	<u>1</u>
Williams, Adam	<u>1</u>
Woodward, Timothy L.	<u>1</u>

Yoder, Steve	<u>1</u>
Yost, Peter	<u>1</u>
Zavala, Ramon	<u>1</u>
Zweigler, James	<u>1</u>
Krystal	<u>1</u>

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Member Town Council (Town of Broadway)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Joan Hoover Shifflett	1079
Elizabeth M. “Liz” Fawley	836
W.W. “Woody” Brown III	830
Tristan J. Sinnett	930
Total Write-In Votes	76
Total Number of Overvotes for Office	0

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Member Town Council – Special (Dayton)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Trevor A. Cockburn	589
Total Write-In Votes	48
Total Number of Overvotes for Office	0

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA

at the 2025 November General Election held on November 04, 2025, for,

Member Board of Supervisors (District 3)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Matt J. Dale	6383
Total Write-In Votes	266
Total Number of Overvotes for Office	0

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Member School Board (District 1)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Ernest O. Calhoun	3134
Jacqueline O. “Jackie” Lohr	3152
Total Write-In Votes	50
Total Number of Overvotes for Office	1

ABSTRACT of VOTES

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2025 November General Election held on November 04, 2025, for,

Member School Board (District 3)

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Lauren K. Mullen	1979
Hilary L. Irons	4064
Matthew W. Cross	1884
Total Write-In Votes	43

Total Number of Overvotes for Office

2

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COUNTY ADMINISTRATOR.

County Administrator Armstrong recalled the County was asked by the Town of Bridgewater to manage the Erosion and Sediment Control Program approximately seven years ago. Mr. Armstrong reported on a recent letter received from Bridgewater notifying the County they were going to assume responsibility over the Erosion and Sediment Control Program.

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COUNTY ATTORNEY.

County Attorney Miller stated the Board must appoint a replacement for Rick Chandler for his position on the Rockingham Recreation Foundation Board to fill an unexpired term.

Supervisor Wolfe-Garrison recommended that Supervisor Dale provide representation on the Board as this is his district.

On motion by Supervisor Wolfe-Garrison, and seconded by Supervisor Hensley, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board appointed Matt J. Dale to the Rockingham Recreation Foundation Board to complete the unexpired term.

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DEPUTY COUNTY ADMINISTRATOR.

Deputy County Administrator Davidson presented a proposed amendment to the Economic Development Policy. Ms. Davidson stated the amendment is to add criteria to the policy stating investments of \$500 million in machinery and tools would constitute taxpayer eligibility to a different tier schedule for the rebate. Ms. Davidson said the Economic Development Authority approved this change in December of 2025.

On motion by Supervisor Ritchie, and seconded by Supervisor Dale, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved the amendment to the Economic Development Policy.

(A copy of the proposed revised Economic Development Policy is attached to and made a part of these minutes.)

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DIRECTOR OF FINANCE.

Director of Finance Guthrie provided the Board with the Community Policy and Management Team (CPMT) list of representatives. Ms. Guthrie recommended she continue to serve as the County’s official member and recommended Dwayne Martin to serve as alternate.

On motion by Supervisor Ritchie and seconded by Supervisor Dale, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board appointed Rebecca Guthrie to serve on the Community Policy and Management Team to serve as the County’s official member and appointed Dwayne Martin to serve as alternate.

Ms. Guthrie presented a proposed revision to the County’s Design-Build Procedures. The Finance Committee recommended an update to the current Design Build Procedures to clarify the two-step procurement process. Ms. Guthrie noted this revision is only for County Procurement and would not apply to schools.

On motion by Supervisor Ritchie and seconded by Supervisor Hensley, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board adopted the following resolution:

**RESOLUTION OF THE BOARD OF SUPERVISORS OF ROCKINGHAM COUNTY,
VIRGINIA ADOPTING PROCEDURES FOR THE PROCUREMENT OF DESIGN-
BUILD CONTRACTS EFFECTIVE JANUARY 14, 2026**

WHEREAS, the Code of Virginia requires that prior to issuing a Request for Proposal for any design build contract, the public body shall have adopted by resolution written procedures governing the selection, evaluation, and award of such contract.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ROCKINGHAM COUNTY, VIRGINIA this January 14, 2026, in accordance with the provisions of Chapter 43.1 of the Code of Virginia, the Board of Supervisors hereby adopts the following updated procedures for the procurement of Design-Build (“D-B”) contracts, as defined in the Chapter, which shall be followed by all departments of Rockingham County (“County”). These updated procedures shall be effective January 14, 2026.

- A. DEFINITION: Pursuant to §2.2-4379 of the Code of Virginia, *Design-Build Contract* means a contract between a public body and another party in which the party contracting with the public body agrees to both design and build the structure, or other item specified in the contract.

- B. LEGISLATIVE AUTHORITY: Pursuant to §2.2-4382 of the Code of Virginia, the County may contract to secure D-B projects on a fixed price or not-to-exceed basis in accordance with these procedures.
- C. CRITERIA AND APPROVAL FOR USE OF D-B CONTRACTS: The County shall follow all the criteria for use of D-B as set forth in the Code of Virginia.
- D. PREDETERMINATION PROCEDURES: Pursuant to §2.2-4382 (C), prior to making a determination as to the use of D-B for a specific construction project, the County shall have in its employ or under contract a licensed architect or engineer with professional competence appropriate to the project who shall (i) advise the County regarding the use design-build for that project and (ii) assist the County with the preparation of the Request for Proposal (RFP) and the evaluation of such proposals.

Pursuant to § 2.2-4382 (D), a written determination shall be made in advance by the County that competitive sealed bidding is not practicable or fiscally advantageous, and such writing shall document the basis for the determination to utilize D-B. The determination shall be included in the Request for Qualifications and be maintained in the procurement file.

Design-build contracts are intended to minimize the project risk for an owner and to reduce the delivery schedule and cost by overlapping the design phase and construction phase of a project.

Once the County has determined that a design-build contract is appropriate, the County shall use a two-step competitive negotiation process consistent with these procedures and with the standards established by the Division of Engineering and Buildings of the Department of General Services for state agencies when procuring a project by design-build.

- E. D-B SELECTION PROCEDURES: The following procedures shall be used in selecting a Design-Builder and awarding a contract:
 - a. The County shall appoint an Evaluation Committee (“Committee”) which shall consist of at least three (3) members from the County, including a licensed design professional, if possible. In addition to County staff members, the Committee may include a licensed professional engineer or architect with expertise in the specific area of the project, if deemed appropriate by the County Administrator. The County Attorney may also be included as a member of the Committee as needed.

- b. Selection of Qualified Offerors (STEP 1): On projects approved for D-B, the County shall conduct a prequalification process as follows to determine which Offerors are qualified to receive Request for Proposals (RFPs).
 - i. The County shall prepare a Request for Qualifications (“RFQ”) containing the County’s Facility Requirements, building and site criteria, site and survey data (if available), the criteria to be used to evaluate RFQ Responses and other relevant information, including any unique capabilities or qualifications that will be required of the contractor. All Offerors shall have a licensed Class “A” contractor, and an Architect or Engineer registered in the Commonwealth of Virginia as part of the Project Team.
 - ii. The RFQ shall be posted for a minimum of thirty (30) days in accordance with Chapter 43.1 and the County shall include in the RFQ acceptable methods of response submission.
 - iii. The Committee shall evaluate each Offeror’s RFQ responses and any other relevant information and shall determine which Offerors are fully qualified and suitable for the project.
 - iv. The RFQ evaluation shall result in a short list of at least two (2) Offerors to receive the RFP. An Offeror may be denied prequalification only as specified under § 2.2-4317 or those capabilities or qualifications beyond licensure set out in the RFQ, but the short list shall consist of those deemed best qualified. It is possible for an offeror to be found qualified, but not be selected to the short list.
 - v. The RFQ evaluation process shall evaluate an Offeror’s to determine whether the Offeror has constructed, by any method of project delivery, at least three (3) projects similar in program and size.
 - vi. At least thirty (30) days prior to the date established for the submission of proposals, the County shall advise in writing each Offeror which sought prequalification whether that Offeror has been prequalified. In the event that an Offeror is denied prequalification, the written notification to such Offeror shall state the reasons for such denial of prequalification and the factual basis of such reasons.
- c. Selection of Design-Build Contractor (Step 2):
 - i. The County shall send an RFP to the D-B Offerors on the short list for the project and request formal proposals from them. The criteria for award

shall be included in the RFP. The basis of the award of the contract shall be in accordance with the Code of Virginia and the criteria for the award shall be established in advance and provided in the Request for Proposals (RFP) document. It is noted that cost is a critical component of the selection process. Guidance on methods for award can be found in Virginia's Construction and Professional Services Manual (2024.1 Edition, as amended) § 7.3.1.

- ii. Sealed Technical Proposals as described in the RFP shall be submitted to the County. Cost Proposals shall be sealed separately and submitted to the County. The Cost Proposals shall be kept sealed until the evaluation of the Technical Proposals and design adjustments are completed. The County shall include in the RFP where and how submissions can be received.
- iii. The Committee will evaluate the Technical Proposals based on the criteria contained in the RFP. It will inform each D-B Offeror of any adjustments necessary to make its Technical Proposal fully comply with the requirements of the RFP. In addition, the County may require that Offerors make design adjustments necessary to incorporate project improvements and/or additional detailed information identified by the Committee during design development.
- iv. Based on the adjustments made to the Technical Proposals, the Offeror may amend its Cost Proposal.
- v. The Committee shall evaluate (and rank if technical rankings are to be considered as a criterion for award) the Technical Proposals and the Cost Proposals. After evaluation and ranking, the Committee shall conduct negotiations with two (2) or more offerors submitting the highest ranked proposals. The Committee shall make its recommendation for the selection of an offeror to the County based on its evaluation of the Technical Proposal, Cost Proposal, and the outcome of negotiations. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror after approval of the Procurement Manager. Otherwise, the County shall open the Cost Proposals and apply the criteria for award as specified in the RFP and approved by the County.
- vi. The Committee shall make its recommendation for the selection of a Design Builder to the Board of Supervisors. The contract shall be awarded to the Offeror who is fully qualified and has been determined to have

provided the best value in response to the RFP. Once the selection has been made as to which Offeror will be awarded the contract, the County will post a Notice of Award on either eVA at www.eva.virginia.gov or on the County website at <https://www.rockinghamcountyva.gov/>.

- vii. The award documentation will subsequently be followed by a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror’s Technical and Cost Proposals as negotiated.
- viii. The County will notify all Offerors who submitted proposals which Offeror was selected for the project. In the alternative, the County may notify all Offerors who submitted proposals of the County’s intent to award the contract to a particular Offeror at any time after the County has selected the Design Builder. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one Offeror.
- ix. Upon written request, documentation of the process used for the final selection shall be made available to the unsuccessfully Offerors.

Additional guidance for the use of these procedures can be found in Section 7.3.1 of Virginia’s Construction and Professional Services Manual (2024.1 Edition, as amended) and all of its subsections.

Adopted this 14th day of January 2026.

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DIRECTOR OF PUBLIC WORKS.

Director of Public Works Rhodes presented a change order in the amount of \$460,000 for Littleton & Associates for the Three Springs Water Plant third well development project. Mr. Rhodes stated this change order is for the installation of new skids and the plant itself.

On motion by Supervisor Hensley, and seconded by Supervisor Dale, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board awarded a contract in the amount of \$460,000 to Littleton & Associates for the Three Springs Water Plant third well development project.

Mr. Rhodes requested approval for a new position of a Landfill Truck Driver.

On motion by Supervisor Ritchie, and seconded by Supervisor Hensley, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board authorized staff to hir an additional Landfill Truck Driver.

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DIRECTOR OF COMMUNITY DEVELOPMENT.

Director of Community Development Salatin requested support to draft an ordinance amendment to change the use “Large Solar Energy Facility” from permitted by-right to special use permit in the Industrial Zoning District (I-1). Ms. Salatin explained that with this change, it would allow the Board greater discretion in the siting of large solar energy facilities. Ms. Salatin mentioned staff would also consider amending the definition of “area occupied”.

On motion by Supervisor Dale, and seconded by Supervisor Hensley, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board authorized staff to draft an ordinance amendment to change the use “Large Solar Energy Facility” from permitted by-right to special use permit in the Industrial Zoning District (I-1).

Ms. Salatin reported that in 2024, State Code sections 15.2-2209.1:2 and 15.2-2286 were updated to require localities to allow residential projects, solar projects, and energy storage system projects a minimum of three years to commence when approved by special use permit instead of the regular two years. Ms. Salatin stated that staff will present an ordinance amendment in February or early March to bring Rockingham County Code into compliance with this requirement.

Ms. Salatin explained in 2026, County staff will seek to enhance public-facing informational content. She said an ad hoc committee consisting of herself, Casey Armstrong, Trish Davidson, and Joshua Gooden created a content calendar to guide Downtown Creative in producing materials that align with County communication goals. Ms. Salatin notified the Board they may be asked to participate in interviews or provide soundbites on relevant topics of interest.

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DIRECTOR OF HUMAN RESOURCES.

Director of Human Resources Greenhagen requested approval of an update to the Drug and Alcohol Testing Program for CDL drivers. Ms. Greenhagen stated the proposal is to revise the program to include safety-sensitive positions such as utility and landfill workers.

On motion by Supervisor Hensley, and seconded by Supervisor Ritchie, and carried by a roll call vote of 5 to 0, voting recorded as follows: DALE – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved the update to the Drug and Alcohol Testing Program for CDL drivers to include utility and landfill workers.

(A copy of the updated Drug and Alcohol Testing Program for Safety Sensitive Positions is attached to and made a part of these minutes.)

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OTHER.

Supervisor Wolfe-Garrison reported that the Commonwealth Transportation Board voted to transfer the Shenandoah Valley Rail Trail project and its funding to Virginia Passenger Rail Authority (VPRA).

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RECESS.

At 4:42 p.m., Chair Longcor declared the regular meeting recessed for reorganizational meetings of the Countryside Sanitary District, the Lake Shenandoah Stormwater Control Authority, the Lilly Subdivision Sanitary District, the Massanutten Water and Sewer Authority, and the Smith Creek Water and Waste Authority.

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RECONVENE.

Chair Longcor reconvened the regular meeting at 5:01 p.m.

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ADJOURN.

Chair Longcor declared the meeting adjourned at 5:02 p.m.

_____,
Chair



ECONOMIC DEVELOPMENT POLICY
FOR
ROCKINGHAM COUNTY, VIRGINIA

Effective July 1, 2020
Proposed Revision December, 2025

Introduction:

Rockingham County is built on a foundation of agriculture and industry where integrity and responsible stewardship lead to a prosperous future. Our mission is to support established businesses, promote expansion projects and attract new industry. We will work to enhance the vitality of our businesses and citizens alike by diversifying new capital investment as well as showcasing a variety of existing businesses that build upon our agricultural base.

Goals and objectives:

- Continue to be a leading locality in the Commonwealth for the agriculture industry
- Build stronger relationships with existing businesses
- Retain and educate a strong and leading workforce
- Strategically attract new businesses that align with Rockingham County culture and values
- Support healthy expansion and a diversified business community
- Educate the business community on the availability of local and regional incentives

Elements of Economic Development in Rockingham County

I. Economic Growth

Rockingham County will work to identify specific market needs that matter to our local economy. The County will prioritize relationships with existing businesses to better understand how we can help them grow and find the skilled labor they need to be able to endure future market fluctuations. The County will continue to work to support businesses that create new wealth.

II. Business Retention

Rockingham County will meet regularly with local business leaders to stay apprised of their specific needs, including new opportunities for expansion and complimentary businesses needed to support our existing industry. The County will work with state and federal agencies to target and initiate grants and funding opportunities that enhance both local business and the lives of our citizens. Business people and developers are encouraged to inform the County of new projects before applications are submitted so the County can help business people and developers realize potential funding opportunities at the earliest opportunity.

III. Workforce Education

The County will work with public and private schools, Massanutten Technical Center, James Madison University, Blue Ridge Community College and other local colleges and universities to promote and develop diversified training opportunities through curricula that target local business and community needs.

IV. Growth and Development

Rockingham County will work to encourage growth and new development in locations that are compatible with surrounding land uses and consistent The County zoning ordinance and Comprehensive Plans for development. The County will determine development potential by evaluating the utilities and infrastructure in the area as well as the impact on other services we provide locally, such as education and emergency response. A potential site must also have the ability to comply with all local, state and federal environmental regulations.

V. Technology Grants

A business located in the County that designs, assembles, manufactures or develops, or maintains goods or provides services related to, advanced and innovative technological systems or devices; or uses advanced and innovative technological systems or devices to design, assemble, manufacture, develop and maintain goods and services, may be eligible for a technology grant. Grant eligibility requires that existing businesses must have invested at least 50 percent of the prior years' assessed value for Machinery and Tools as defined in the Virginia State Code or invest \$20 million in new capital outlay for Machinery and Tools. **Investments above \$500 million in new capital outlay for Machinery and Tools will also be eligible.** New businesses must invest at least Five Hundred Thousand and no/100 Dollars (\$500,000) in Machinery and Tools. Application for participation in the technology grant program must be made prior to purchasing the equipment that will become the new machinery and tools so that the taxpayer and the County can reach an understanding on what the expansion project entails and the tax for specifically which pieces of equipment will be included in the grant calculation. The beginning and ending dates of the installation period, up to twenty-four (24) months, shall be agreed upon in the approved application.

Existing Business Criteria:

Within the Twenty-four (24) month period determined during the application process, an existing business must either:

1. Invest in new machinery and tools having an assessed value of at least Fifty percent (50%)of the previous tax year's machinery and tools assessed value,
2. Invest in new machinery and tools having an assessed value of at least Twenty Million Dollars (\$20,000,000), whichever is less,

OR

3. **Invest in new machinery and tools having an assessed value of at least Five Hundred Million (\$500,000,000).**

The investment referred to in paragraphs 1 and 2, immediately preceding, may be through either long term lease arrangement or purchase.

Before payment of each annual rebate described below, the taxpayer must satisfy the Commissioner of the Revenue that the machinery and tools associated with the expansion are installed and in use by filing an itemized schedule with the next annual tax return after the equipment is put in service, the schedule to include purchase price and date put in service. The installation must have occurred within the period of time agreed to in the application process, up to twenty-four (24) months. The Commissioner must certify to the County the same, and the Treasurer must certify that all taxes for pre-existing and new machinery and tools have been paid in full by the due date.

If criteria **1 or 2** are met, the taxpayer is eligible to receive rebates of:

- Year 1 - 60% of machinery and tools tax paid on the new investment
- Year 2 - 50% of machinery and tools tax paid on the new investment
- Year 3 - 40% of machinery and tools tax paid on the new investment
- Year 4 - 30% of machinery and tools tax paid on the new investment
- Year 5 - 20% of machinery and tools tax paid on the new investment

If criteria **3** is met, the taxpayer is eligible to receive rebates of:

- Year 1 - 70% of machinery and tools tax paid on the new investment
- Year 2 - 60% of machinery and tools tax paid on the new investment
- Year 3 - 50% of machinery and tools tax paid on the new investment
- Year 4 - 40% of machinery and tools tax paid on the new investment
- Year 5 - 30% of machinery and tools tax paid on the new investment
- Year 6 - 20% of machinery and tools tax paid on the new investment

New Business Criteria:

A new business venture **in Rockingham County** must invest a minimum of Five Hundred Thousand dollars (\$500,000) in machinery and tools through either long-term lease arrangement or purchase.

Before payment of each annual rebate described below, the taxpayer must satisfy the Commissioner of the Revenue that the machinery and tools have been installed are in use and have been included on the annual tax return, the Commissioner must certify to the County the same, and the Treasurer must certify that all taxes for pre-existing and new machinery and tools have been paid in full by the due date.

If all criteria are met, the taxpayer is eligible to receive rebates of:

- Year 1 - 60% of machinery and tools tax paid on the new investment
- Year 2 - 50% of machinery and tools tax paid on the new investment
- Year 3 - 40% of machinery and tools tax paid on the new investment
- Year 4 - 30% of machinery and tools tax paid on the new investment
- Year 5 - 20% of machinery and tools tax paid on the new investment



County of Rockingham, Virginia

Application for Economic Development Grant

A company or identifiable subdivision of a company, or an individual, firm or corporation within a Technology Zone, applying for an Economic Development Grant shall:

1. Meet the requirements as outlined in the policy guidelines of the technology zone;
2. Remit the full payment of all taxes owed by such applicant and due to Rockingham County, including the taxes due on the new investment, and;
3. Cooperate in the verification of the above by Rockingham County. Initial applications may only be made within the investment period, as set forth in the technology zone.

To apply for Technology Zone designation, complete this form and return it to Casey Armstrong, County Administrator, Rockingham County Administration Center, 20 East Gay Street, Harrisonburg, VA 22802, (540) 564-3012 or email carmstrong@rockinghamcountyva.gov.

Technology Zone _____
Name of Company (applicant) _____
Street Address _____ Phone _____
Mailing Address _____ Fax _____
Name of Authorized Representatives _____
Title of Authorized Representative _____
E-mail address _____
Federal Identification No. _____ SIC Code _____
Estimated Value of New Investment \$ _____
Timeframe for New Construction/Investment: Date (from-to)
_____-_____
Current Number of Employees _____
Number of New Employees _____

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION PRESENTED ABOVE IS CORRECT.

I will make available for review by the County Administrator and/or the Commissioner of the Revenue all of the records relevant to information required by this form.

Signature of Authorized Representative

Date



County of Rockingham, Virginia

Application for Economic Development Grant

Part I – Please provide a brief overview of the planned expansion.

Part II – Please Provide a brief description and schedule of the proposed improvements.



**County of Rockingham, Virginia
Application for Economic Development Grant**

******* FOR OFFICE USE *******

Annual Certification - Technology Zone

Name of Company (applicant) _____
Street Address _____
City/State/Zip _____
Phone _____

Based on my understanding of the information supplied in this application and any additional information I may have reviewed, the applicant company.

Check one:

- The applicant is hereby certified for Year 1 as a qualified Technology Zone business as defined by the Rockingham County Code.
- The applicant would not qualify for inclusion in the technology zone as defined by the Rockingham County Code.

County Administrator

Date

I hereby certify that the applicant company has no outstanding taxes due by the County.

Commissioner of the Revenue

Date

Effective Date of Tax Abatement: January 1 April 1 July 1 October 1

First quarter after date of application if already located in the County or first quarter after the company is located in the County. For example, if approved April 30, July 1 would be the first eligible quarter for the program.

Rockingham County



**Drug and Alcohol
Testing Program
For Safety Sensitive Positions**

PURPOSE

To ensure a safe, healthy, and productive work environment, and to comply with applicable federal and state regulations, Rockingham County has established a drug and alcohol testing program for employees in safety-sensitive positions.

SCOPE

This policy applies to all employees in positions classified as safety-sensitive, including but not limited to:

- Truck Drivers (CDL and Non-CDL)
- Utility Workers
- Landfill Employees – including heavy equipment operators, scale operators, landfill workers, and landfill administrative and management staff.
- Public Safety Employees – including Fire & Rescue and Law Enforcement personnel.

DEFINITIONS

Safety-Sensitive Position: A safety-sensitive position is defined under this policy as “a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage where an employee’s job duties or performance directly affects the safety of themselves or others. This includes roles where inadequate task performance or failure to perform could lead to safety incidents.”

Random Testing: Unannounced drug and/or alcohol tests administered using a statistically random selection process.

Prohibited Substances: Substances tested under this policy include, but are not limited to, marijuana, cocaine, opiates, barbiturates, amphetamines, benzodiazepine, MDMA, methamphetamine, methadone, oxycodone, phencyclidine.

For the protection of our employees and the general public, Rockingham County demands our vehicles be operated in a safe and controlled manner. The Federal and State governments also feel this need as they have decreed a drug and alcohol testing program be initiated for all CDL drivers in intrastate and interstate commerce. The procedures for testing, confidentiality record keeping and sanctions are defined in the FHWA guidelines (49 CFR Part 40). The Federal Department of Transportation and the Virginia State Police will conduct enforcement of the rules. Additionally, the County has designated some positions as safety sensitive positions that are subject to this policy.

Rockingham County expects all employees to adhere to normal, common sense rules of behavior while working. Rockingham County has determined, however, that certain actions may lead to appropriate disciplinary action up to and including termination of employment. These actions include the use, sale, purchase, transfer or possession of prohibited drugs and alcohol while on County property, in, on or about county vehicles, or while conducting County business. Any of these actions may result in immediate suspension pending investigation subject to discharge.

TESTING POLICY AND PROCEDURES

All applicants and employees in safety sensitive positions will be tested for alcohol and prohibited drugs in the following situations, as appropriate:

1. Pre-employment
2. Reasonable suspicion and/or probable cause
3. Post accident
4. Random testing
5. Return to duty
6. Follow-up Testing

1. Pre-employment testing for applicant

Prior to employment, all final applicants will be required to submit to a drug screen. All applicants refusing a drug screen or testing positive will not be hired.

2. Reasonable suspicion and/or probable cause

Whenever an employee covered under this policy is reasonably suspected of using a prohibited drug or being under the influence of alcohol, the employee shall be required to submit to a drug and alcohol test. Where practical, at least two supervisors shall substantiate the decision to test an employee. The decision to test will be based on a reasonable belief the employee is using a prohibited drug or under the influence of alcohol on the basis of specific, contemporaneous, physical, behavioral, or performance indicators of drug or alcohol use.

3. Post accident

As required by the Federal and State regulations or otherwise within this policy, every employee involved in a reportable accident must subject him/herself to a drug test **immediately** after the accident but not later than 32 hours after the accident if out of the area. It is expected that there will be no out of the area accidents as all work is located within Rockingham County. A reportable accident includes any of the following: any vehicle having to be towed from the scene of the accident, or a personal injury requiring treatment away from the scene of the accident, or a fatality. If the employee is seriously injured and cannot provide a specimen at the time of the accident, documentation must be obtained from the hospital that would indicate whether there were prohibited substances in the employee's system.

4. Random

All employees covered under this policy are required to submit to drug and alcohol testing on a random basis as required by the Federal and State regulations;

- a. Random testing shall be unannounced.
- b. Employees subject to the tests will be randomly selected.
- c. For all current CDL drivers, the annual amount of tests will equal not less than 50% for drugs, 10% for alcohol. Other safety sensitive positions are also included in the random testing program.
- d. The testing frequency and selection process will continue as long as the employee is employed in a safety sensitive position.

5. Return to Duty

For CDL drivers, the requirements for return-to-duty testing will be performed in accordance with 49 CFR Part 40.305, Subpart O. Likewise, those working safety sensitive positions will be tested prior to return to duty, if applicable, and must have a negative drug and/or alcohol test result.

6. Follow-up Testing

CDL drivers are subject to the requirements for return-to-duty testing detailed in 49 CFR Part 40.307, Subpart O. Other safety sensitive positions will be required to participate in follow-up testing if it is included as part of the plan recommended by the Employee Assistance Program professional.

Covered employees testing positive will be placed on immediate suspension. Every situation in which an employee tests positive will be judged on a case-by-case basis. All options, including rehabilitation or discipline up to and including termination, will be considered.

REHABILITATION

If a Rockingham County employee voluntarily admits to a drug or alcohol problem before an accident or incident, and is covered under our health insurance plan, the employee will be referred to our insurance mental health and substance abuse program. Rockingham County will attempt to hold a job for the employee for 60 calendar days. Upon successful completion of the rehabilitation program, the employee will enter the County's last chance return to work program. The employee may use any accumulated annual leave or sick leave during the rehabilitation treatment program.

LAST CHANCE PROGRAM

Upon successful completion of a rehabilitation program, the employee may be rehired or returned to work, on the condition the employee tests negative during any random testing for the next 60 months. If at anytime the employee tests positive, the employee will be terminated or discharged from employment with the County.

DRUG AND ALCOHOL TESTING FACILITY

All samples will be taken at our designated drug and health provider (MRO). Laboratory work to be processed by their certified National Institute of Drug Abuse (NIDA) laboratory. Results will be reviewed by the Medical Review Officer (MRO) of our designated provider.

RECORD KEEPING

The MRO will notify covered employees of positive or negative tests results. For positive tests the specific drug detected will be indicated. Rockingham County is required to retain for five years all records pertaining to the administration and results of the drug-testing program. Rockingham County must maintain an annual summary of the results from the driver qualification file for five years (exception: one year only for negative test results);

- a. Date of urine collection
- b. Location of collection site
- c. Identity of the lab performing the test
- d. Name of the Medical Review Officer (MRO)
- e. Whether the test results were positive or negative, if positive the names of the drug(s).

The Medical Review Officer (MRO) used by Rockingham County is required to have sole custody of individual tests results and is required to retain these tests results for at least five years.

STANDARDS SPECIFIC TO CDL DRIVERS

All drug and alcohol testing will be performed according to government standards as published in the Federal Register (49 CFR part 40) or current federal regulations, as applicable. These regulations are designed to ensure the drug-testing program, supervised by health care professionals, will yield accurate results while maintaining employee confidentiality.

Rockingham County shall ensure that all persons designated to supervise drivers receive training on alcohol misuse and controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under Sec. 382.307. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Rockingham County shall provide educational material that explains the requirements of 49 CFR Part 40 and the employer's policies and procedures with respect to meeting these requirements. This will be done prior to the start of alcohol and controlled substances testing under this part and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.

SANCTIONS SPECIFIC TO CDL DRIVERS

Job applicants will not be hired if they test positive for prohibited drug or alcohol use. Rockingham County will not place in service any applicant before receiving the results of the pre-employment drug test. Employees who refuse to be tested or who test positive must be considered medically unqualified to operate a commercial motor vehicle until they:

- a. No longer use controlled substances;
- b. Test negative for use of controlled substances;
- c. Are medically re-certified as being qualified to operate a vehicle;
- d. Continue to participate in any program or aftercare required by an employee assistance program counselor and;
- e. Agree to be subject to follow-up testing for up to 60 months after returning to work.

An employee who tests positive for drug use does not have to be offered an opportunity for rehabilitation. Any driver involved in a fatal accident who refuses to be tested or tests positive for drug or alcohol use must be deemed medically unqualified to operate a commercial motor vehicle for one year.

APPENDIX A

**Drug and Alcohol
Testing Program
Commercial Driver License
Drivers**

Forms

December 2025

REQUEST FOR PRIOR EMPLOYER TEST RESULTS

COUNTY OF ROCKINGHAM, VIRGINIA

TO:

FROM: Human Resources Department

SUBJECT: Request to Obtain Past Drug and Alcohol Test Results

DATE:

_____ has advised us that he/she worked for your company as a driver, or that he/she applied to your company for work as a driver during that past two (2) years.

Social Security #

Date of Birth

Regulations of the Federal Highway Administration (FHWA) (49 CFR 382.413) require us to obtain from your company and require your company to provide us, information concerning the above-named driver's past drug and alcohol test results (including refusals to be tested).

In accordance with the FHWA's regulations, therefore, we are providing you with the Driver's written authorization directing your company to provide us with the following information concerning this driver:

- all positive test results during the past two (2) years;
- all alcohol test results of 0.04 or greater during the past two (2) years;
- all instances in which the driver refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years.

Please provide this information to Human Resource Director, County of Rockingham, P O Box 1252, Harrisonburg, Virginia 22803, as soon as possible by facsimile or mail. (Fax # (540) 564-1790 as required by the FHWA, the information which you furnish will be treated as strictly confidential.

Thank you for your cooperation.

APPLICANT'S AUTHORIZATION TO OBTAIN

PAST CONTROLLED SUBSTANCES AND ALCOHOL TEST RESULTS

1. _____, understand that as a condition of hire with the County of Rockingham I must give the County written authorization to receive the results of all DOT required controlled substances and/or alcohol tests (including refusals to be tested) from ALL of the companies for which I have worker as a driver, for which I took a pre-employment controlled substances and/or alcohol test, during the past two (2) years. I also authorize the County to contact and receive results from any consortium that represents the companies I worked for or applied to. I understand that my signing of this authorization does not guarantee me a job or guarantee that I will be offered a position with the County of Rockingham.

Listed below are ALL of the companies for which I worked as a driver, or to which I applied as a driver during the past two (2) years. I authorize the County of Rockingham to obtain from those companies, and I authorize those companies to furnish, the following information concerning my controlled substances and alcohol tests: (1) all positive controlled substances test results during the past two years; (2) all alcohol test results greater than 0.02 during the past two years; all instances in which I refused to submit to a DOT-required controlled substances and/or alcohol test during the past two years.

The following is a list of ALL of the companies for which I worked as a driver, or to which I applied for work as a driver, during the past two (2) years:

Company Name & Address:	Dates worked for/applied to:

I have read and understand this authorization to release my past controlled substances and alcohol test results. I certify that all of the information which I have furnished on this form is true and complete, and that I have identified ALL of the companies for which I have either worked, or applied for work, as a driver during the past two years.

Print Name:	Signature:	Date:
Social Security #:	Date of Birth:	

**ACKNOWLEDGEMENT OF RECEIPT
OF DRUG AND ALCOHOL TESTING PROGRAM
COMMERCIAL DRIVER'S LICENSE
COUNTY OF ROCKINGHAM, VIRGINIA**

I hereby acknowledge that:

- I have received a copy of the County's Drug and Alcohol Testing Program for CDL Drivers and Safety Sensitive Positions;
- I have read and fully understand its contents;
- I understand I may be subject to drug and/or controlled substances testing; and
- I may be disciplined or dismissed for testing positive, or refusing to cooperate in testing, or for violating any provisions of this policy.

SIGNED:

Print Name:	Signature:	Date:
Social Security #:	Department:	

**CONSENT FORM FOR ALCOHOL AND
CONTROLLED SUBSTANCES TESTING**

COUNTY OF ROCKINGHAM, VIRGINIA

Name: _____

Social Security Number: _____

Department: _____

I freely consent to tests of my urine for evidence of marijuana, cocaine, amphetamines, opiates, and PCP. I freely consent to tests of my breath. I freely consent to the release of hospital treatment records related to post-accident situations in which my breath could not be tested.

I also consent to the release of test results and other relevant medical information to County management, the designated Medical Review Officer, Sentara RMH or other medical provider/test site. Further, I release the County of Rockingham, designated collection sites, RMH or other medical facility, and designated laboratories from any and all liability to me which they might otherwise have arising out of or related to such testing or the reporting of the test results to County management or to other persons permitted or required by law or regulation to receive such information.

AGREED:

Signature

Date